



## Department of Energy

Washington, DC 20585

June 21, 1999

**MEMORANDUM FOR:** Assistant Secretary for Defense Programs  
Assistant Secretary for Environmental Management  
Director, Office of Science  
Director, Office of Nuclear Energy, Science and Technology

**FROM:** John Wilczynski, Director, Office of Field Integration

**SUBJECT:** FACILITY REPRESENTATIVE PROGRAM STATUS

Since September, 1993, the Office of Field Management has served as the Department's corporate advocate for the Facility Representative Program. The Facility Representative (FR) is a critical technical position serving as line management's "eyes and ears" for operational safety in our contractor-operated facilities. I recognize the importance of the FR Program, and commit the Office of Field Integration (FI) to its continued crosscutting support. The FI staff continues to work with your staff members and with the Defense Nuclear Facilities Safety Board (Board) staff on FR Program issues, including staffing, training and qualification, recruitment, and retention. The Board is clearly interested in the continued viability of the FR Program, and has indicated near-term concerns regarding FR staffing and qualification levels.

Since January, 1996, the field offices have been reporting to their Program Secretarial Officers (PSOs) performance indicator data for their FR Programs. These indicators were developed by the FR community, and are codified in DOE-STD-1063-97, *Establishing and Maintaining a Facility Representative Program at DOE Facilities*. The attached presents the status and trends in FR Program staffing and qualification levels at the field offices. While the DOE-wide FR staffing level is currently at 89 percent of full strength, only 59 percent are fully qualified, 29 FRs left the FR Program during 1998, and hiring (51 FRs) minimally kept pace with overall attrition. We need continuous emphasis on FR recruitment, qualification, and retention.

FI is currently working with the Office of Management and Administration (MA) to identify specific, Department-wide incentives for FacRep recruitment and retention. MA has published DOE-G-426.1-1, the *Manager's Guide to Administrative Flexibility* which provides each field office with a number of mechanisms which can be used to incentivize recruitment and retention in their individual FR Programs. FI stands ready to assist you and your field managers in achieving a full complement of Qualified FRs.

If you have any questions, feel free to call me at 202 586-2850, or have your staff contact Joe Hassenfeldt, the Facility Representative Program Manager, at 202 586-1643.

Attachment

## Summary Numbers by Operations Office

March 1999	TOTAL	AL	NV	OAK LLNL	OR Y-12	CH	OR ORNL	ID	OH	OR EM	RF	RL	SR
FTE Required	224	39	7	10	7	17	5	18	13	15	17	33	43
FTE on board	200 (89%)	28	7	9	7	16	5	17	13	11	15	32	40
F/R's Core Qualified	172	22	7	8	7	8	5	16	12	10	15	31	31
% Core Qualified	77%	56%	100%	80%	100%	47%	100%	89%	92%	67%	88%	94%	73%
F/R's Fully Qualified	133	13	1	5	7	5	5	13	12	9	15	21	27
% Fully Qualified	59%	33%	14%	50%	100%	29%	100%	72%	92%	60%	88%	64%	63%
December 1998													
FTE Required	211	42	7	10	7	2*	5	21	13	14	16	33	43
FTE on board	186 (87%)	28	7	9	7	2	5	18	13	12	16	33	36
F/R's Core Qualified	166	22	7	8	7	2	5	17	12	10	16	31	29
% Core Qualified	79%	52%	100%	80%	100%	100%	100%	81%	92%	71%	100%	94%	67%
F/R's Fully Qualified	133	13	1	5	7	2	5	14	12	10	16	19	29
% Fully Qualified	63%	31%	14%	50%	100%	100%	100%	67%	92%	71%	100%	58%	67%
December 1997													
FTE Required	205	28	6	10	7	8	5	21	13	12	23	34	38
FTE on board	186 (91%)	28	5	10	7	8	5	17	12	12	23	23	36
F/R's Core Qualified	155	25	1	7	7	2	5	13	12	12	21	20	30
% Core Qualified	76%	89%	17%	70%	100%	25%	100%	62%	92%	100%	91%	59%	79%
F/R's Fully Qualified	148	24	1	6	7	2	5	10	12	12	21	18	30
% Fully Qualified	72%	86%	17%	60%	100%	25%	100%	48%	92%	100%	91%	53%	79%

\* Only ANL-W data was reported for CY 1998